

City of Charlottesville Easy Pay Plan (434) 970-3211 www.charlottesville.org/utility



The City of Charlottesville's Easy Pay Plan makes paying your utility bill a snap! With the Easy Pay Plan, you can...

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With Easy Pay, you won't have to spend time writing checks, finding stamps, or going to the post office. Your bill amount is automatically deducted each month from your bank account.

Save



Avoid the cost of postage, checks, and finance charges. Plus, there is no cost to participate in the Easy Pay Plan.

Save



Going on vacation? Can't find your bill? Too busy to keep track of deadlines? Never worry about paying your bill on time again. Easy Pay always deducts the amount due from your account on or after the due date.

Get Started Today...

Simply fill out and sign the authorization form below, attach a *voided check*, return it to us and we'll take care of the rest! See the reverse side of this page for answers to the most frequently asked questions about Easy Pay.

AUTHORIZATION AGREEMENT FOR CITY OF CHARLOTTESVILLE EASY PAY

Name(s)	New Plan	☐ Change Plan
	Phone No	
Utility Account Number(s)		
Financial Institution		
Bank Routing Number (9 digits)		
(see reverse side for help finding your routing number)	Please attach a	
Bank Account Number (see reverse side for help finding your account number)		voided check
I (we) authorize and request the City of Charlottesville ("the Ci accepted practice to charge my (our) account indicated below is and request BANK to honor the debit entries initiated by the Cit any further authorization from me (either of us). This aut Charlottesville utility account(s) identified below. It is understottime up to 20 days before the scheduled date of transfer by writte of Charlottesville retains the right to terminate this agreement at be assessed for each returned item, regardless of the reason for rethis agreement by the City.	n the financial institution named belo ty and debit these charges to that acco thorization relates to all payments and that this agreement may be termin en notice to the City of Charlottesville, any time. I (we) understand that a \$2	w ("BANK"). I (we) authorize that as they become due without required on my (our) City of thated by me (either of us) at any and I (we) understand that the City 25.00 returned item charge shall
Account Holder Signature		Date
Account Holder Signature		_ Date
Office Use Only: Entered By	Date	

Easy Pay Plan Frequently Asked Questions

Will I still get a monthly statement?

Yes, you'll still receive a monthly statement detailing your utility consumption and amount due. However, a message will be printed on the bill stating that you're an Easy Pay Plan member.

What if my bank account information changes?

In order to avoid returned item charges, be certain to fill out an Easy Pay Application with your new information at least 20 days before your next due date.

What if I don't have enough funds in my account to cover my bill?

Payments that are returned by the bank for any reason are subject to a \$25.00 returned item charge. Customers with two or more returned items may be removed from the Easy Pay Plan.

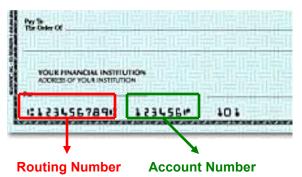
Can I withdraw from the Easy Pay Plan?

Certainly, you may withdraw from the plan at any time. If you wish to do so, please notify the Utility Billing Office in writing at least 20 days before your next due date.

How will I know when my Easy Pay Plan is in effect?

A message stating that you are an Easy Pay Plan member will appear on your statement. Please continue paying by other methods until you see that message on your bill.

How do I find my bank's routing number and my account number?



Your bank's routing number is the nine-digit number that appears on the far left side on the bottom of your checks. Your account number is the group of numbers that appear just to the right of the routing number. Some financial institutions use unique routing and account numbers for automatic payments. To avoid any delay, verify your routing and account numbers with your financial institution before completing this form.

Who do I call if I have questions about Easy Pay?

Contact the Utility Billing Office at (434) 970-3211, or view their website at www.charlottesville.org/utility.